

MINUTES OF
BRIDGEND TOWN COUNCIL MEETING
MONDAY 16th. JANUARY 2017 at 6.30pm
at Carnegie House Council Chamber

<u>Present:</u>	Cllr D Unwin Cllr C Webster Cllr E Hughes Cllr O Byrne Cllr A John Cllr M John	Cllr S Baldwin Cllr R Burns Cllr D Burns Cllr R Morgan (Mayor)
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Apologies: Cllr R Thomas, Cllr C Lewis, Cllr M Lewis, Cllr F Sykes, Cllr H Morgan, Cllr B Parish, Cllr M Voisey.

Pre Meeting Business:

- Mayor welcomed new Member Cllr. Carolyn Webster to Bridgend Town Council
- Presentation by Claire Germain, Head of Local Government Partnerships Policy, Welsh Government, re “Local Government Reform”.

1.0 Members’ Declaration of Interest:

- Cllr D Unwin declared a personal interest in matters relating to Merthyr Mawr Community Council and Brynteg Comprehensive School.
- Cllr S Baldwin declared a personal interest in agenda item 8.
- Declarations recorded in “Declaration of Interest” Register.

2.0 Minutes of the Last Meeting: 19th December 2016

2.1 Minutes of the meeting of the 19th December 2016 were confirmed as a true record and signed.

3.0 Matters Arising:

3.1 P.492 point 4.0

- Chair of Finance & Personnel committee commented that it was not acceptable that the BTC Mayor had been overlooked at the Bridgend Christmas lights Switch-on. He questioned why the BCBC Mayor had been invited to the event.

- Chair of F&P added that the Christmas event is primarily funded by BTC and the BTC Mayor had been involved in the event throughout the day. For these reasons the BTC Mayor should have taken priority over the BCBC Mayor at the lights switch-on. He suggested that any future event which involves effort from the BTC Mayor of the day should ensure that the BTC Mayor is given priority at the event over any other mayor's and be given due credit for his/her involvement.
- Chair of the Carnegie House Board explained that the matter had been discussed at the recent Carnegie House Board meeting. He suggested that confusion may have arisen due to the lack of understanding of the roles of the two mayors. He added that a motion was approved at the Carnegie House Board Meeting for him to communicate with the DJ Lee Jukes to clarify the matter.
- Member suggested a protocol should be developed for events that include attendance of both the BCBC Mayor and BTC Mayor at events. Clerk to research and make a recommendation.

4.0 Mayor's Announcements

- There were no Mayor's announcements

Deputy Mayor's Announcements:

- On Sunday 8th January the Deputy Mayor attended a fund raising event at "Fades" Barbers.

5.0 Correspondence

- 1) BCBC re- Temporary Footpath Closure: Footpath 17 & Flight of Steps, Glanogwr, Bridgend. **Noted**
 - 2) Leaflet from Welsh Government to advertise Local Government Elections in May 2017. **Noted**
 - 3) Welsh Government: Letter informing of launch of UK wide consultation on "*Proposals to Ban the use of Plastic Microbeads in Cosmetics & Personal Care Products*". **Noted**
 - 4) Email from One Voice Wales Re: Battle's Over – A Nation's Tribute 11th November 2018.
- Chair of Finance & Personnel Committee moved that BTC take part in the beacon lighting on 11th November 2018 by lighting the beacon on Newcastle Hill. This was seconded by Members.
 - It was recommended that the correspondence should be referred to the Military Advisory Committee to plan the event .
 - Clerk to notify Pageantmaster, Bruno Peek of BTC's intention to participate in the event by the end of March 2017.

- 5) BCBC: Temporary Footpath Closure Footpath 10, Ewenny Moor.
- Chair of F&P stated that this issue had been discussed at the F&P meeting. He added that a meeting was to be arranged with the Vale of Glamorgan Council to discuss the area in further detail. Clerk to confirm date for meeting.
- 6) Email from One Voice Wales: Appointment of Chairs & Members to Hybu Cig Cymru – Meat Promotion Wales. **Noted**
- 7) Email from One Voice Wales: Consultation on Bathing Water Review in Wales 2017. Consultation document **Noted**
- 8) Independent Remuneration Panel for Wales – Invitation to round table discussion events on its remuneration frame work for Town & Community Councils.
- Member suggested that representative from BTC should attend the South Wales roundtable event on 15th February to discuss the remuneration framework for community and town councils.
 - Member nominated Cllr R Burns and the Deputy Clerk. This was seconded and approved by Members.
 - Clerk to email IRP to confirm attendance.
- 9) BCBC Monthly Footfall report
- Member disputed the footfall figures and reiterated comments from a previous meeting that Sunday figures should start at 6am not midnight. Clerk to write to BCBC to express this view.
 - Member stated that SpringBoard had previously indicated that tailored reports can be produced on request.
 - Member questioned how much it cost to obtain the figures and who analyses them.
 - Member reminded Council that BCBC have obligations regarding the vitality of the town under the LDP and asked whether a response had been received from BCBC to a letter recently sent by the Clerk. Clerk advised that no response had been received to date.
 - Member advised that there should be a protocol for BCBC to respond to BTC letters and asked the Clerk to chase the matter with Mark Shephard.
- 10) Letter of thanks from G. Masters, Bridgend Foodbank re- donation from BTC. **Noted**
- 11) BCBC: E-Mail from G. Evans, Parks & Playing Fields Manager, re- arrangements for temporary closure of footway and steps at Glanogwr for refurbishment. **Noted**
- 12) Letter of request from Oracle Services for funding for “*International Women’s*” Day on 8th. March 2017.
- Chair of F&P referred to a previous request for funding received from Oracle Services and reminded Members of the outcome of that request. He stated that a decision had been made that any money requested for trader events must be submitted via the Traders Forum.
 - Member highlighted that the event was taking place in a shop and would therefore be partly promoting their business.

- Member stated that the new BID company, CF31, had been established to help and support traders in the town and this would be a matter that could be referred to the BID company.
 - After discussion it was moved and seconded that this application could not be supported.
 - Clerk to respond to the letter reminding the applicant of the reason for last year's decision and suggest that they contact CF31.
- 13) O.V.W. : Training Opportunities from O.V.W.; E-Mailed to all Councillors on 12/01/2017. **Noted.**

6.0 Town-Twinning:

6a) Town-Twinning Report

- Mayor read out a Town Twinning report from the Chair of Town Twinning.
- Members discussed the relationship between BTC and the Town Twinning Committee.
- Member raised concerns regarding the safety of students. Members acknowledged that the point had been raised with Town Twinning and it was apparent that the Town Twinning Committee have been reliant on the French and school protocols which have now proved inadequate.
- BTC Representative on the Town Twinning Committee assured Council that the topic would be high on the agenda for discussion at the joint meeting.

6b) Proposed joint meeting with BTC, Town-Twinning Committee & Comprehensive Schools.

- Clerk asked who would attend the meeting from BTC and welcomed proposed dates for the meeting.
- It was moved and seconded that the following members would attend the meeting:
 - Mayor
 - Deputy Mayor
 - Cllr R Burns
 - Cllr D Burns
 - Cllr D Unwin
- Members recommended an evening meeting to enable teachers from the two schools to attend.
- Member recommended a copy of the meeting agenda should also be sent to the head teachers of each school.
- Clerk to liaise with secretary of the Town Twinning Committee to arrange the joint meeting.

- 6c) Invitation to Mayor from Villenave, re-visit in June 2017.
- Clerk explained that this item was deferred from the last Town Council meeting and is an invitation to attend a Town Twinning conference in Villenave D'ornon.
 - Member referred to the Positional Statement and stated that if the invite is in relation to the Town Twinning Charter signed by BTC, BTC should send a representative to the conference.
 - Members discussed the forthcoming election in May and highlighted that the representative chosen to attend the conference in June should be a member with an understanding of the charter.
 - Members nominated Cllr R Morgan, Cllr S Baldwin and Cllr R Burns as suitable representatives to attend the conference, subject to the outcome of the election.
 - Clerk explained that due to staff resource and project commitments, it would be very difficult for a member of staff to attend the conference. It was moved and seconded that a member of staff would not attend the conference.
 - Members moved that BTC should accept the invitation, pending the May election. Clerk to write to Villenave to accept the invitation and explain that Council will notify them of the name of the representative attending in due course.

7.0 Finance:

7.1 Accounts for Payment

- Account paid, read and approved by Members.

7.2 Minutes of the Finance & Personnel Committee Meeting of 10th. January 2017

- The Minutes of the Finance & Personnel Committee Meeting of 10th. January 2017 had been circulated and were commended to Council and approved.
- Member commented on a request from BCBC for a contribution from BTC to beach safety. He noted that there are no safety measures in place at the river within the Town Council wards and suggested that if BTC are minded to allocate budget to water safety, this area should take priority over the request submitted by BCBC.
- Chair of F&P stated that a response has been sent by the Clerk as a result of the F&P meeting.
- Member suggested that BTC could consider providing life preserving stations along the river in the future.

8.0 Update on BTC Representation on BID Board “CF31”:

- Deputy Clerk advised that she had spoken to The Means regarding the personal details required for registration with Companies House. It has been confirmed that the BTC representative on the BID Board could not be registered with the Bridgend Town Council address.
- She added that although the financial liability of the director role would be limited to £1, further research had identified that the director could be subject to criminal and civil liabilities.
- Mayor highlighted that Council should consider the full implications of the director role and gave an example of how the position could affect the Clerk’s personal life; he explained that individuals registered as a director of a business with Companies House would need to declare this on mortgage applications.
- Chair of F&P suggested that the role could have personal consequences on the Clerks future and it was not within the remit of the Clerk’s role.
- Member explained his original thinking for his motion to propose the Clerk for the director role. He apologised to Council for the implications associated with the role and withdrew his motion.
- Chair of F&P moved that that BTC should take no further action in relation to appointing a director to the BID Company but added that BTC should maintain a relationship with CF 31. Members unanimously agreed to this course of action.
- Clerk to notify The Means/CF31.

9.0 Carnegie House Management Board :

- Chair of the Carnegie House Board explained that the Board had recently met and had received a comprehensive report from the new Arts Project Officer.
- He explained that an agreement had been reached for the Awen Culture Trust to begin a programme of activity at the venue which would start in April 2017.
- It was reported that art classes and workshops will continue to be programmed at Carnegie House to fit around the Awen programme.
- It was reported that the Carnegie House Board had approved quotes for enamel plaques to fit into the new arch way at the entrance to the building and these plaques would be commissioned and installed in due course.
- Chair of CHB explained that a tender process was underway for the supply of a wooden reception desk in the ground floor hall.
- Chair of F&P highlighted that the internal and external windows needed to be cleaned. Clerk to refer this to the Arts Project Officer.

10.0 For BTC to consider adopting “Roberts” method of minute taking.

- Member highlighted that the current Town Council minutes are very detailed. He added that the minutes are resource intensive and can also be subject to misinterpretation.
- Member explained that the Roberts method records only the motions and resolutions of a meeting and added that the new method would not contain detailed minutes of the discussions that take place in chamber.
- Members considered and discussed an example from Porthcawl Town Council’s minutes using Roberts Method.
- Member stated that if the Roberts method is accepted, Members will have a responsibility to propose a motion for the agenda. This should focus discussions at Town Council meetings and ensure the meetings run more effectively.
- Member moved adopting the Roberts method for Committee meetings for a pilot project.
- Member proposed an amendment to the motion to include all Council meetings for a period of two months.
- Member proposed a second amendment to the motion: To trial the Roberts method for agenda’s and minutes for Bridgend Town Council meetings throughout February and March; after which a decision should be made in the BTC April meeting for implementation in May if the trial is successful.
- A vote was taken on this motion:
 - 8 in favour
 - 1 against
 - 1 abstention
- The motion was therefore carried.

11.0 Reports:

11a) Feedback by Clerk from meeting with BCBC officers re- Evergreen Hall.

- Deputy Clerk advised that she and the Clerk had met with BCBC to explain that BTC had allocated a budget to support Evergreen Hall in 2017/18. She added that BTC admin support would also be provided to the Manger of Evergreen Hall to put in place an enhanced programme of events and improve the marketing of the hall. This was noted by BCBC and they have asked to be kept informed on matters relating to Evergreen Hall.
- Member expressed reservations with this course of action and noted that the value of the lease agreement will diminish over time. He suggested that BTC consider making enquiries regarding a Capital Asset Transfer for the building or negotiate a long term lease.

b) BTC “3 Year Plan” Working Group; re- further request for Members.

- Clerk advised that only one member had put their name forward for this working group.
- Chair of F&P moved that addition to this member, the Mayor and Chairs of all BTC committees should form part of the working group. This was seconded by Members
- Clerk to arrange a date for the 3 Year Plan Working Group meeting and circulate an agenda to nominated members.

c) Correspondence to Clerk re resignation of Town Councillor

- Deputy Clerk read out a resignation letter from Cllr D White.
- The letter was noted by members.
- Member moved that a letter should be sent thanking the Cllr for his work with BTC. This was seconded. Clerk to write a letter to D White.

13.0 Minutes of the Planning Committee Meeting of 11th. January 2017:

- The Minutes of the Planning Committee Meeting of 11th. January 2017 had been circulated and were commended to Council and approved.

Meeting Closed at 8:50 pm

Notes From: Guest Speaker, Claire Germain, Welsh Government

Town Council meeting of 16th January 2017

Regarding: “Agenda of action, to help build resilience and renewal in Community and Town Councils”

Mayor Welcomed Claire Germain, Head of Local Government Partnership Policy.

Claire Germain referred members to the agenda for action and reported the details of it. Following her report she explained that it is not an exhaustive list, and stated that the Welsh Government would like to hear views and receive feedback on what else could be done moving forward.

Claire Germain invited questions from members:

Member Question: What is the advantage of the reform for town and community councils such as Bridgend?

Answer: Advantages are that the council will become more resilient providing stability and capacity for greater regional working, in turn providing better outcomes of services.

Member Question: What effect will the reform specifically have on Bridgend Town Council and its members?

Answer: The role of the town council with regard to its voice, communication and connection with the public will become ever more important to ensure that better services are provided at the right level.

Member Comment: Member referred to the distinct difference between 1st and 2nd tier council. He stated that party politics does not have a place in town and community councils and suggested that the framework reflect this.

Member Comment: Member noted there are a number of community councils with small precepts, and suggested that these could be merged with larger councils for cost efficiencies and sharing of services.

Answer: The role of 2nd tier councils is integral within the proposal and the Welsh Government are working closely with One Voice Wales.

Member Comment: Member referred to point 4 of the agenda of action and suggested that smaller community councils are encouraged to cluster and are well informed on the benefits of joint working.

Member Question: Member asked how the re-organisation is being financed; he also asked for comment with regard to the prospective capping of precepts.

Answer: Claire Germain stated that the above will form part of the financial regulations which have yet to be decided.

Mayor thanked Claire Germain for her attendance

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Copy of agenda of action, to help build resilience and renewal in community and town Councils provided to BTC as at 16th January 2017:

1. Produce a toolkit to support community councils in working through what is required in taking on new services and assets, building on experiences of the key ingredients.
2. Press ahead with legislating for the General Power of Competence, shaped by the suggestions made in response to the previous Government's consultation, for innovative ambitious councils looking for more freedom to serve their communities.
3. Re-energise ties between community councils and local authorities and provide a platform to share the good examples across Wales, bringing the new cadre of county and community councillors together after the Local Government elections next year at a conference focused on strengthening these key relationships.
4. Facilitate the creation of clusters of smaller community councils, making some modest funding available to support the initial setting up of joint arrangements.
5. Legislate to make it an obligation on councils to consider and plan for their training needs and review it regularly.
6. Ensure citizens are kept informed and have the right to make representations on any business conducted at a council meeting. Learn from where this is done well and look for a legislative opportunity to strengthen current provisions.
7. Commission the Local Democracy and Boundary Commission to draw up guidelines for local authorities to secure consistency in the manner in which community reviews are conducted.
8. Support community councils to raise awareness and encourage participation in community council elections and to increase diversity, with an initial focus on the elections in 2017.